



HABEAS CORPUS RESOURCE CENTER

50 Fremont Street, Suite 1800, San Francisco, California 94105
(415) 348-3800 (415) 348-3873 Fax

EMPLOYMENT OPPORTUNITY

JOB TITLE: HCRC TEMPORARY CLERICAL ASSISTANT (Special Consultant)
JOB REQUISITION: 2340
LOCATION: San Francisco, California
SALARY: \$15 per hour

The Habeas Corpus Resource Center (HCRC) in San Francisco is recruiting for full- or 3/4-time temporary Clerical Assistants (Special Consultant). This temporary appointment will run for a period not longer than 1,000 hours. Vacation and sick leave allowance, state holidays and public transportation transit subsidy are paid. No other benefits are associated with this position except those required by law. Working hours are Monday through Friday, from 8:30 a.m. to 5:30 p.m.

The HCRC is a judicial branch agency established to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts.

CLERICAL ASSISTANT DUTIES

Under supervision of legal staff (attorneys, paralegals, librarian, etc.), the clerical assistant will furnish support to case team members working on habeas corpus petitions. Tasks include:

- Bates numbering documents and preparation of the Bates log;
- Preparing documents for scanning and, in some cases, scanning the documents;
- Preparing labels and files
- Organizing documents;
- Filing documents after scanning;
- Coding documents for the Introspect database;
- Telephone relief at reception;
- Special projects as assigned; and
- Miscellaneous clerical duties.

DESIRABLE QUALIFICATIONS

- Education equivalent to an AA/AS degree;
- Experience in the operation of personal computers and the use of Microsoft Word and Excel;
- Detail oriented and accurate;
- Ability to organize, prioritize, and coordinate multiple work activities to meet deadlines;
- Ability to work harmoniously with several different case teams;
- Understand and follow oral and written directions;
- Communicate effectively orally and in writing; and
- Knowledge of correct business English, including spelling, grammar, and punctuation.

TO APPLY

This position requires submission of: (1) official application and (2) response to the supplemental questionnaire. Resumes without these materials will not be considered. Please refer to “**HCRC Temporary Clerical Assistant, Job Req #2340**” in all communications, including your application. Previous applicants

must reapply for further consideration. This position will be filled based on the needs of the agency and is opened until filled. Students or others seeking summer employment are encouraged to apply.

Selection Procedure

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications.

To apply online, go to <http://www.courtinfo.ca.gov/careers/onlineapp.htm>.

To obtain a printed application, please call www.hcrc.ca.gov/employment.

Please mail or fax printed applications to the following address.

Habeas Corpus Resource Center

50 Fremont Street, Suite 1800

San Francisco, CA 94105

415-348-3800

415-865-4272 (Telecommunications Device for the Deaf)

Fax (415) 348-3873

AN EQUAL OPPORTUNITY EMPLOYER

A supplemental questionnaire follows this announcement.

**Supplemental Questionnaire for
Req. #2340
HCRC Temporary Clerical Assistant**

This supplemental questionnaire is intended to obtain more detailed information about your work experience, background, and skills. Please attach a completed questionnaire to your application. Your answers to the following questions will allow us to better assess your qualifications. You may use additional pages for your answers if necessary. **Please answer each question thoroughly.**

1. Describe your experience using databases and name the databases you have used.

2. Describe your experience providing clerical support.

3. What did you like best about the jobs you have had?

4. What did you like the least?

5. For each application listed below, state your experience with examples. If you have no experience, enter *None*.
 - a. **Microsoft Word**
 - b. **Excel**
 - c. **Database software (specify database)**
 - d. **Microsoft Access**
 - e. **Other software (specify)**